

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES MANAGEMENT OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-311

OPENING DATE: 27 October 2006  
CLOSING DATE: 27 November 2006

ANTICIPATED FILL DATE: 24 Dec 06

POSITION TITLE AND NUMBER

Tools and Parts Attendant  
PDCN 70673000, MD #: 5125-210

UNIT/ACTIVITY AND DUTY LOCATION

Filed Maintenance Shop # 5, (FMS #5)  
NCARNG, Charlotte, North Carolina

GRADE AND SALARY

WG-6904-06 \$14.69 - \$17.16 per hour

EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1 800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have nine months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect nine months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for the position.** For more information or assistance, call 1 800-621-4136 ext. 6172/6431.

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in selecting and setting up specific locations for items.
3. Skill in identifying specific items from trade and shop names used by requesters.
4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Skill in searching likely locations and taking recounts of items in the tools and parts room to help supply personnel responsible for the inventory to determine the basis for over, short, or misplaced items.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 63, MOS: 92A/Y/Z)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Identifies user's tools, parts, equipment, and requirements and requisitions stock as needed. Watches and reports items that are in short supply because of breakage or because they are frequently out for repair. Recommends possible substitute or interchangeable items. Sets up and maintains storage locations. Determines methods of storage, identification, and stock location, considering such factors as temperature, humidity, height and weight limits, turnover, floor loading capacities, space available, and convenience of handling items. Compiles records concerned with quantity, cost, and type of material received, stored, and issued. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue, and turn-in records maintained in the tools and parts room. Compiles reports of use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. May make minor repairs to tools and equipment, determine when damaged and inoperative items are too costly to repair, and report damaged or worn-out equipment to superiors. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Assures that supplies and monies are not wasted through excess accumulation, and that items are on hand in sufficient quantities and at the time required. In addition to established guides and formulas, determines quantities required and timely stock replenishment. Receives a wide variety of supplies and specialized items requiring special handling. Ensures that received items are properly stored in assigned locations. Reviews requisitions for completeness and compliance with regulations, and revises quantities ordered based on number on hand. Recommends substitution when supply items are not available. Searches for identifying or management data on items of supply. Compares data listed on documents with reference sources such as federal catalogs, stock lists, or other publications. Receives requests desiring additional identification data, verification, or comparison of data on hand with reference sources. Searches for stock number, prices, descriptions, sources of supply, or other management data. When unknown, traces part number or type number and manufacturer of the item of equipment. Edits supply transactions, or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents, and extracts requests to other sources of supply or refers them to an inventory control point when stock is unavailable or cannot be shipped. May assist a Surface Maintenance Mechanic by performing the less complex and more routine helper type duties. May perform maintenance tasks with repairers or mechanics by assisting in the accomplishment of duties. This may involve getting tools and supplies, carrying materials, and lifting and holding materials in place during operations. As directed by the repairer or mechanic, uses hand and powered tools of the trade to assist in the disassembly, assembly, and installation of simple component parts and units. Applies knowledge gained from previous work assignments. Detailed instructions are received from the higher graded Surface Maintenance Mechanic with each new assignment. Work is reviewed by the higher-level employee while in progress and upon completion. Cleans tools, parts, and equipment and keeps work areas clean and orderly. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1